

11 MAR 1983

MEMORANDUM FOR: Planning Officer/DDA

FROM:

Chief, Policy and Plans Group  
Office of Security

STAT

SUBJECT: DDA Emergency Plan

1. The attached represents the Office of Security response to your request for comments on a draft report on Directorate performance during the recent snow emergency. The attachment, dated 10 March 1983, is consistent with Office understanding of events during the emergency and our perception of improvement of the existing system to cope with similar emergencies. With respect to observations regarding a central focal point in paragraphs 3f(2) and (3), the suggested focal points are presented in order of preference and logical placement; i.e., the Chief, Logistics Service Division is best suited for designation in terms of expertise associated with present responsibilities. As discussed before the DDA Emergency Planning Group, the Security Duty Office (SDO) is accepted as the point of inquiry and report in the event of emergencies and will receive calls whether or not a central focal point for coordinating emergencies is identified and publicized. We accept this as a reality but recommend strongly that the SDO be relieved of the burden of responding to calls that do not involve security. This, of course, can be accomplished by establishing a system of referral to a central point of inquiry.

2. With respect to paragraph 3f(7), we urge presentation in the report of acquisition of four-wheel drive vehicles as a matter of the highest priority. The need is obvious and, indeed, was demonstrated dramatically during the snow emergency. Regarding the three vehicles cited for Office of Security use, it is essential to the Agency's security and operation that the DCI have necessary transportation; that the SDO have the means to reach and serve outlying buildings; and that SDO and Federal Protective Office personnel receive required assistance to maintain a presence appropriate to physical security protection.

STAT